

Maryland Department of Public Safety & Correctional Services  
**Human Resources Services Division**

*Martin O'Malley*  
Governor

*Anthony G. Brown*  
Lt. Governor



*Gary D. Maynard*  
Secretary

John N. Flynn  
Executive Director

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***Recruitment & Examination Announcement***

**PROMOTIONAL ONLY** – Limited to current employees of the Department of Public Safety and Correctional Services.

**Recruitment for:** PAROLE AND PROBATION FIELD SUPERVISOR II  
(0883) (Skilled Service)

**Salary:** \$46,563 – 74,725 (Grade 18) 09-0883-001

**Closing Date:** OPEN & CONTINUOUS

**Position Duties:** This is administrative work at the operations management level of regional program administration in the Division of Parole and Probation. Employees in this classification have primary responsibility for the direction and coordination of field services within a specific geographical area. They are primarily engaged in managerial support functions for the activities and performance of two to five first-line supervisors of work units responsible for criminal supervision and investigation programs, intake services, and specialized approaches to facilitate community reintegration of offenders.

**MINIMUM QUALIFICATIONS:**

Education: Possession of a bachelor's degree with at least 30 semester credit hours in the social, behavioral or correctional sciences.

Experience: Five years of experience supervising persons on parole or probation, or investigating parole and/or probation matters, or administrative experience in parole and probation programs, or training parole and probation agents. **One year of this experience must have been at an administrative or supervisory level of responsibility.**

Notes: 1. One year of specialized experience counseling, investigating, or supervising persons on parole or probation is acceptable in lieu of the specialized 30 credit hours in the social, behavioral, or correctional sciences.

2. Applicants may substitute graduate level education in the social, behavioral, or correctional sciences on a year-for-year basis for up to one year of the required general experience.

**Selection Process:**

Applicants may apply when they are within one month of meeting the minimum qualifications. Applicants who meet the minimum qualifications will be placed on the eligible list as Best Qualified for an initial eligibility period of three years. If an applicant desires to remain on the list for a second three-year period, he/she must apply again when the original period of eligibility is about to expire. The appointing authority will use the most recent eligible list when filling vacancies.

**Mail State Application (MS100 Form) to:**  
**MD Department of Public Safety & Correctional Services**  
**Recruitment & Examination Unit**  
**6776 Reisterstown Road**  
**Suite 309**  
**Baltimore, MD 21215-2342**

Application forms (MS100) may be obtained from the personnel office at any Department of Public Safety and Correctional Services facility, by calling (410) 585-3060 or downloaded from [www.dbm.maryland.gov](http://www.dbm.maryland.gov).

**Equal Opportunity/ADA Employer**

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